## California Department of Veterans Affairs



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Classification: Associate Governmental Program Analyst (\$4111-\$4997)

Or Staff Services Analyst (\$2632-\$4155)

Permanent, Full-Time

**Location:** Veterans Home of California, Barstow or Sacramento

Office of Procurement and Contracts

Who Should

**Apply:** Current State employees within this classification or those who are eligible on a

certification list, transfers, or reinstatement. Training & Development assignment

might be considered. SROA PROVISIONS APPLY.

**Duties and** 

**Responsibilities:** Under general supervision of the Staff Services Manager I:

> Serve as Contract Coordinator responsible for preparing and processing contracts, Interagency Agreements Memorandums of Understanding, Invitation for Bids, and Request for Proposals, Requests for Applications and Statement of Qualifications.

- Assist Program Chiefs and Home Management to negotiate contracts with contractors.
- Assist Program Chiefs and Home Management to develop applicable and pertinent contractor scope of work, payment provisions and duties of the state.
- > Log and track contracts, agreements, IFBs, and RFPs development and processing status.
- Provide contract information for required reports.

Desirable **Qualifications:** 

- Knowledge of and experience applying the State Contracting Manual and Public Contracting Code laws, regulations, rules, policies and requirements.
- Experience in preparing and management of contracts.
- Knowledge of and experience using Microsoft Word 2000, Microsoft Access and Microsoft Excel.
- Ability to analyze data and present ideas and information effectively both orally and in writing.
- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems.
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

100 E. Veterans ParkwayInquiries:Department of Veterans AffairsVoice: 760/252-6282Veterans Home of California, BarstowTDD: 760/252-6234

Attn: Sharlene Goddard

Final Filing Date: April 13, 2006

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

235-5393-001

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